

OP-0-153

MEMORANDUM FOR: Chief, Management Staff, DDA  
FROM : [REDACTED] STATINTL  
Chief, Management Staff, ODP  
SUBJECT : Supplemental Briefing for CIA's  
OMB Budget Examiner  
REFERENCE : Multiple Addressee Memo fm. DDA, Same  
Subject, dtd. 23 Jan. 1980 (DDA 80-0243)

Attached is an attractive selection of briefing  
subjects for the CIA's new OMB budget examiner, Mr. Keith  
Hall. The list includes specific issues that are impacting  
or will impact ODP.

[REDACTED]

STATINTL

Attachment: a/s

cc: DD/A  
DD/P

[REDACTED]  
DISTRIBUTION:  
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SPECIFIC ISSUES THAT ARE IMPACTING ODP

List of Briefing Subjects for CIA's OMB Budget Examiner

\* The ODP Planning Process

Data Collection and Requirements

Capacity Measurement

Short-Range Hardware and Software Planning (18 Months)

Long-Range Planning (7 years)

Program and Budget

\* The Office of the Future

Standard Terminal

Word Processing and Office Systems

Interactive and Data Base Systems

SAFE as an Integral Part of ODP

Publication and Distribution Systems

\* Computer Security

Control of Computer-Produced Documents

Protection of Data Sets

Emergency Backup

\* Data Communications in the 80's

Anticipated Teleprocessing Implementations

GININI

The Wideband BUS

HDA 80-0243

13 January 1980

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Security  
Director of Training  
Chief, Information Services Staff

FROM: Don I. Wortman  
Deputy Director for Administration

SUBJECT: Supplemental Briefings for CIA's OMB Budget Examiner

1. As you are all aware, the Agency was assigned a new OMB budget examiner--Mr. Keith Hall--just as we were preparing our 1981 OMB Budget. It is my understanding that each of you had an opportunity, however brief, to give Mr. Hall an initial exposure to your programmatic responsibilities and to explain where they fit into the larger picture of overall Agency missions.

2. Mr. Hall has now been through his first budget review cycle. No doubt his less-than-desirable understanding of Agency and Directorate missions, responsibilities, and the manner in which we--the Administration Directorate--fulfill them impacted on the quality of the recommendations he made on our 1981 budget request. In order that he be as prepared as we can make him to review future Directorate budget requests, I think it important that we offer him every opportunity to learn more about us.

3. Each of you, I am told, has briefed Keith Hall from an organizational perspective. So that he can perhaps see each of you from a slightly different view, our next set of discussions with Keith might best be oriented around specific issues. This, I think, would give him a more complete understanding of your role and help him to put your responsibilities into a broader context. Keith has a lot to learn, not only about us, but about the rest of the CIA, the Intelligence Community, and OMB itself, and as a result, no doubt has heavy demands on his time. Our first challenge, then, it would seem, is to convince him that he wants to learn more about support in the Agency. One way to do this is to build what, to him, is an attractive selection of briefing subjects.

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4. I would like you to think about specific issues that are impacting or will impact your organizations and identify for me those on which you would like to brief Keith Hall. They should be issues that will help Keith better understand your responsibilities. I would, at the same time, ask for any other suggestions you might have about how we might improve his understanding of the role we play and of its importance. I would like to have this information, through the Management Staff, by 15 February 1980, so that we can get it to [REDACTED]. Dave will make the invitation and will orchestrate any of Keith's attention that we are able to capture. I want us to do this as early as practicable so that as he hears and learns more about other parts of the Agency, Keith will be sensitive to the role that support plays and appreciate its importance.

[REDACTED] STATINTL

[REDACTED] - Don I. Wortman

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Supplemental Briefings for CIA's OMB Budget Examiner

FROM: Don I. Wortman  
Deputy Director for Administration  
7D18 HQS

EXTENSION

NO.

DD/A 80-0243

DATE

4 JAN 1980

STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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